



## English 1302: Composition II

**Instructor:** Karen Austin

**Class Information:** Mon., Tues., Wed., Thurs. (Lab – Fri)

Morton Ranch High School, Room 2664

CRN 13345 (7:25-8:18), CRN 13335 (12:48-1:38)

**Credits:** 3

**Session:** Spring 2019, regular term, 16 weeks

**Contact Hours:** 48

**Type of Instruction:** face-to-face

**Contact Information:** [karen.austin@hccs.edu](mailto:karen.austin@hccs.edu)

**Remind Information:** @mrhshcc to 81010

**Office Hours:** generally after school 2:45 -3:30 M-F (except 1<sup>st</sup> Thurs of month; occasionally other days, it is always best to schedule a time to see me)

Please contact me concerning any problems that you are experiencing in this course and remember that you do not need to wait until you have received a poor grade before asking for my assistance. I am available to you.

**Course Description:** Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Core curriculum course. Prerequisite: ENGL 1301 Composition I or its equivalent.

**Student Learning Outcomes:** Upon successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative research processes.
- Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
- Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
- Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
- Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

### **English Program Learning Outcomes**

- Write in appropriate genres using varied rhetorical strategies.
- Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
- Analyze various genres of writing for form, method, meaning, and interpretation.
- Employ research in academic writing styles and use appropriate documentation style.
- Communicate ideas effectively through discussion.

**Core Objectives:** Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Students enrolled in this core curriculum course will complete assignments designed to cultivate the following core objectives:

- **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills** – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Personal Responsibility** – to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**Course Materials:**

- Access to a computer (and printer)
  - core readings will be open access documents and either a link or the reading will be posted online
  - Out-of-class essays must be typed and printed
  - Research project will be completed in shared Google folder
- One subject spiral notebook or composition notebook
- Non-spiral, lined notebook paper for in-class writing
- HCC ID for Library Database and Canvas access

**Changes in this document:** At her discretion, the professor may announce necessary changes in this syllabus and assignment calendar at any time during the term.

**Course Requirements:**

**Minimum Writing Requirement:**

Make no mistake, this course is writing intensive. To be good on a computer, one must spend many hours on it. To be a good short stop, one must field endless amounts of grounders. To be a good writer, one must ... write! As in any other skill, practice advances mastery. By the end of the semester, you will have written a minimum of 5,000 words. To excel in this class, however, will require more.

**Assignment Policies**

IT IS THE STUDENT'S RESPONSIBILITY TO BE PREPARED FOR CLASS! It is the student's responsibility to keep up with all course assignments! Students need to be aware that for the **4+ hours** they are in class, they could conceivably spend **5-6 hours** outside of class on assignments. Part of the student's success in ENGL 1302 is his/her ability to adapt to the **pace**, working on several assignments at once, which requires many skills: following directions, reading,

understanding, thinking, planning, writing, preparing documents, revising and proofreading, correcting errors in writing, participating in class discussions, and presenting.

**\*\*NOTE:** I am always here to help you with your work, but you must come in during my office hours or schedule an appointment. I will not look at essays during class because I do not have time to effectively read and comment. Conferences are first come, first served. Please contact me concerning any problems that you experience in this course. You do not have to wait for a poor grade to ask for my assistance. I am available. You may also take advantage of the tutors (see additional support) who are available during much of the day, five days a week.

### **Student Assignments:**

Several different types of writing assignments comprise the bulk of your work for this course; these submissions will be graded for appropriateness, unity and focus, development, organization, sentence structure, word usage, and mechanics, as well as (for research-based writing) proper citation and documentation of sources in current MLA format.

- **Article Analysis and Presentation:** Student led class discussion and presentation of an assigned article. Write up includes discussion questions and an in-depth one-page analysis of the article.
- **Compare/Contrast Essay:** An out-of-class essay that focuses on perspective. This essay emphasizes the effective use of highlighting commonalities and differences to support an argument or position.
- **Critical Analysis:** An out-of-class analytical essay that reflects, critiques, and/or argues the information provided by the author, shares what you believe to be the issue presented by the author, or a combination of the two. It will ideally include the use of some figurative language and rhetorical strategies, but mostly will be an analysis.
- **Definition Essay:** An out-of-class essay that focuses on connections and idea evolution. This essay emphasizes the effective use of highlighting commonalities, differences, and changes.
- **Journal Writing:** Multiple entries. These entries will consist of in class writing that will examine both the causes and effects of an issue or reading or challenge the reader to think deeply and critically about an issue **Several unannounced checks.**
  - In general, journaling is a fantastic way to keep the “writing gears” moving in your mind through informal free-writing, as journal entries allow you to practice written expression without the pressure and demands that accompany all of the stages involved with formal essays. Keep in mind that journal-writing is equally as valuable to you, **in your development as a writer**, as the final drafts of your formal essays! The big difference, of course, is the difference in the final product (from a reader’s standpoint). In contrast to formal writing, these entries should all be **highly informal explorations of ideas and/or exercises of discovery!** They may simply be “gut reactions.” What I do NOT want to see in these entries is a mere retelling of what you see or hear, as every journal response should be loaded with your interpretations, insights, and OPINIONS!

- Many of these readings involve discussions that you may or may not entirely understand; however, the point of reading them is not to gain a complete mastery of their contents or to write as an “expert” (i.e. you need to abandon the mindset that merely goes about asking “will that be on the test?”) The point of reading and engaging in these discussions is for you to sit back and exercise critical thinking skills without worrying about the final product. By doing so, you are building your collegiate identity and confidence! So, the first component to each of these journal entries is to read something that interests you, and to read it in its entirety.
- **Quizzes....*Maybe!*** You can expect **5 of these** to occur over the semester...or fewer (including none at all), depending upon the evidence of engagement with readings I see in the class as a whole. Generally speaking, the 4 or 5 questions in these small quizzes will be focused on the assigned readings and reasonably simple...*if you've done the required reading that is!* Any or all points designated for these quizzes that are not used for quizzes will simply transfer into “**participation**” points, of which I will determine for each individual. There have been classes that have only had one or two quizzes, while others have had all five of them. A couple of classes have had all their quiz points transfer into participation, which proved to be a “win-win” for them because their participation was fantastic (the reason they didn’t have the quizzes to begin with).
- **Research Project:** This is a semester long, research driven project. You will show competency in a research paper process of choosing and narrowing topics, collecting sources from indexes, creating a working bibliography, taking notes from sources, using sources in proper MLA formats, and providing proper documentation for those sources. The subjects of the research papers will be selected from options assigned by the instructor and discussed in class. Research writing exercises including an annotated bibliography, article abstracts, non-print explications, multi-modal components, and a process log will be included along with the traditional research paper.

**Assessments (grade values of assignments):** Unless the professor makes changes and announces otherwise, the overall breakdown of graded assignments and their corresponding values will be calculated as follows:

30%	Longer Writings (Compare/Contrast, Critical Analysis, Definition)
40%	Research Paper & Research Project Components
20%	Shorter writings (journals, article analysis, quizzes)
10%	Final Exam

**Instructor Requirements:**

**Instructional methods:** This course will incorporate reading, lecture, class discussions and debates, in-class analysis, essay writing (in class and out), research process for completing research papers in proper MLA format, short writings of various kinds, student presentations in class, and a final examination.

- Readings
  - Must be annotated with thoughts, observations, insights, and questions
- In-class writing
  - Must be written in **ink**
  - Make-ups are available at my discretion for religious holidays and/or other documented, avoidable emergencies (pre-arrangements and notices must be given in advance, in writing or email).
- Out-of-class essays
  - Must be typed
  - Must follow basic MLA rules
  - Must meet all other criteria as posted in the assignment directions (i.e. word count, topic, specific formats, etc.)
  - Must be submitted in both hard copy and through Turnitin.com
    - Save your turnitin.com confirmation emails. If you do not receive a confirmation email from turnitin.com, your paper has not been uploaded correctly or at all. If for some reason your paper doesn't load, you'll need that email to prove you submitted your essay.
  - Submit rough drafts of all essays.
    - *Final essays submitted without the rough draft will not be graded.*
- Late Work
  - Late daily work will not be accepted.
  - Out-of-class Papers are due at the start of the class session on the designated date. **Do not skip class to turn in papers "on time."** No papers may be submitted by email.
  - Quizzes are unannounced and cannot be made up.
  - Students who miss an exam are expected to speak with the instructor first to explain the reason for the absence and may be asked to produce documentation to support it.
    - Students will be allowed to schedule a time to write the exam at the instructor's convenience at the instructor's discretion.
  - Late essay final drafts will be penalized 10 points per day for three calendar days. After that, you will receive a 0 on the assignment.
  - Standard deductions
    - 10: failure to document writing center or UpSwing review
    - 10: late final draft PER DAY for three days
    - 10: final draft not meeting length requirement
    - 5: incorrect format
    - 5: per source missing from final essay (for essays requiring sources)
- Rewrites
  - The new grade replaces the old grade (unless the new grade is lower). You do not have to completely write a new essay; instead, you can revise the essay you originally submitted.
  - In order to be eligible for a rewrite, you must have
    - submitted the essay on time
    - completed writing center or UpSwing review
    - met the length requirements on the final draft
    - completed a writing conference with the instructor

- You will have one week from the date the grades are posted to complete the rewrite. I will not accept any rewrites not submitted by the one-week deadline.
- The one exception is the last essay of the semester, as you will not have time to rewrite it before grades are due.
- Extensions
  - To be granted an extension, you must discuss it with me *before* the due date of the essay for which you need the extension.
  - Extensions are good for three days; after that three days, regular late penalties will apply.
  - Extensions do not apply to homework / daily assignments.
  - I reserve the right to refuse an extension.
- Missed Class
  - When you miss class, you are still responsible for what happens in class.
  - **Any work due the day you miss class is still due if you are not there. Do not skip class to turn in papers "on time."**
  - Any announcements (including changes in assignments or the syllabus) still apply to you if you are not there.
  - You should contact another student in your section to find out what you missed and copy their notes.
    - I am glad to meet with you during office hours to answer questions about anything that happened in class, but I won't email a summary of the class to you or re-teach that day's class in my office hours.
  - The only circumstance in which classwork and homework can be made up after an absence is if you missed class for a religious holiday. To be eligible for a make-up of classwork/homework due to a religious holiday absence, you must tell me in writing (hard copy, not email) two weeks in advance that you will be missing class for the religious holiday.
- Communication
  - Life happens, and I acknowledge that extenuating circumstances can block your honest efforts to complete course projects on time. Open communication is essential. However, leniency and mercy is more likely to be available to the proactive student rather than the reactionary student.
- Grading
  - There is no rounding up, nor is there a curve.
  - There will be no extra credit assignments given.
  - You will receive the grades you have earned in the course.
  - Any evidence of plagiarism will result in an automatic F for the assignment (first offense) and an F for the course (second offense). See the plagiarism statement below.

### **Professionalism (Student Conduct):**

Our class will reproduce in many ways a “real-world” work environment, and you will be expected to participate professionally – be on time and prepared, meet deadlines, do your fair share, and be polite. The guidelines for student conduct are specifically defined in The Student Handbook [as] “mature, responsible adults . . . they will voluntarily observe these rules as a matter of training and habit. Students [will] not interfere with or disrupt the orderly educational processes of the College System.” It is expected that students will demonstrate both courtesy

and cooperation in the classroom. A student who either cannot or will not extend both courtesy and cooperation may not continue in the course. See below for specifics.

**Classroom discussion should be relevant to the topic we are discussing.** You will get points for relevant contributions, but not for irrelevant ones.

**Classroom discussion should be civilized and respectful to everyone.** I like to encourage an open atmosphere where anyone is free to speak their mind and respond to class topics. There is no need to raise your hand, but please be courteous and don't interrupt when someone else is speaking. When several people mean to speak at the same time, leave it to me to moderate. Racist, sexist, lookist, ableist, homophobic, and any other discriminatory language and behavior is not acceptable in the college classroom, just as it would not be acceptable in a workplace. It is possible to discuss all topics from any political point of view while adhering to this level of civility.

**Please be on time.** If you come in late, you should check with a classmate after class to see what you may have missed. If you miss the quiz because of lateness, there is no make-up available. If you come in late, I reserve the right to mark you absent for the day.

**Please do not leave early.** If you leave early, I reserve the right to mark you absent for the day.

**Please do not pack up early.** This is distracting and contagious. If you pack up early, I reserve the right to mark you absent, as you have essentially "left" class early.

**Come to class prepared.** Being prepared means:

- Reading and annotating materials before class so you are ready to discuss.
- Bringing your books, paper, and pens to every class, along with any other required materials (e.g., drafts of your paper on draft workshop days).
- Contacting another student if you were absent last time, so you can be prepared for the next class.
- **Respect everyone's right to a non-disruptive learning environment.**
- Please do not talk to each other while I am talking or when another student is talking.
- Any disruption of class may result in your being asked to leave the class for the day. Repeated disruptions will be handled via the formal procedures in place at HCC, and can result in your expulsion from the class.

**Professionalism expectations extend beyond the classroom.** Your actions (negative and positive) in office hours, email, instant messaging/chat/bulletin boards, and course blogs also affect your professionalism grade and count as part of your class participation.

**Communication with the Instructor:** This is essential in all your classes. Please keep me informed of any problems you're having, either with the course itself, or in keeping up with assignments. Remember: instructors are your allies, not your enemies, but you must keep them informed if you are having problems. Questions are invited in this course. It is the opinion of your instructor that questions from students demonstrate both interest and knowledge. Always feel free to ask questions.

### **Electronic Devices**

Laptops and tablets are welcome if you take notes best by typing and/or use a slate and stylus to take electronic notes. That said, there is a "one strike" rule. The first time I believe that your laptop/slate is distracting you – or anyone else – you will lose the privilege of using it for the rest of the semester in my class.

"Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations" (Official HCCS statement).

### **Grading:**

A (90-100%) Excellent work that demonstrates a clear understanding of the assignment, has few errors of any kind, and shows exceptional ability to communicate to a specific audience.

B (80-89%) Above average work that shows understanding of the writing topic, has few serious errors, and provides good communication with a specific audience.

C (70-79%) Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication.

D (60-69%) Below average work that fails to follow the assignment and/or fails to respond adequately to the writing topic, contains a number of serious errors, and demonstrates only marginal communication with a specific audience.

F (0-59%) Incomplete work, work that fails to follow the assignment, and/or work that fails to respond to the writing topic, contains a number of serious errors, and provides little communication with a specific audience

### **Student Support Services:**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Student Success for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

### **Ability Services:**

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable



accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

Ability Service Contact Information:

**Central College**

713.718.6164

**Coleman College**

713-718-7376

**Northeast College**

713-718-8322

**Northwest College**

713-718-5422

713-718-5408

**Southeast College**

713-718-7144

**Southwest College**

713-718-5910

**Adaptive Equipment/Assistive Technology**

713-718-6629

713-718-5604

**Interpreting and CART services**

713-718-6333

Accommodations due to a Qualified Disability: HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Libraries: HCC has a Learning Resource Center at each campus for student use. The library provides electronic resources including an online catalog system as well as numerous databases that contain full-text articles all available at <https://library.hccs.edu>. Additionally, many of the required texts are on reserve at the library. Find out library locations and hours here: [http://library.hccs.edu/about\\_us/locations\\_hours](http://library.hccs.edu/about_us/locations_hours)

The HCC Libraries offer assistance in finding and documenting resources. If you would like help with research, you may communicate in real time with a librarian online during library hours using their chat feature or submit non-time sensitive questions to <http://hccs.libanswers.com>.

The Katy HCC library is located at 1550 Foxlake Drive, Houston, TX 77084. Its hours are 7:30-9:00(M-Th) and 9:00-2:00(Fri). Students may use the libraries at Spring Branch and Alief on Saturdays, 9:00-1:00. You will need to know your ID number (W number) to check out resources online and your ID number with picture ID to check out materials in person.

The library also offers Online Instructional Webinars for student (see schedule on library homepage) and an entire MLA style guide support section at <https://library.hccs.edu/mla8>.

#### Online Tutoring:

The goal of online tutoring is to help students become academically independent through guided assistance by HCC faculty or faculty-eligible tutors in almost all departments. Our tutoring is asynchronous, which means that it is NOT real-time.

Students can get real-time help on campus and through several textbook sources. We believe that when tutors can take time to absorb and analyze the work, we give a different type of help. Because the tutoring is asynchronous, it is important for students to plan ahead. It generally takes about two days to get a complete review back, and it may be longer than that when hundreds of papers come in every day for several days in a row. It is crucial for students to look at the yellow banner on the log-in page to see how long the turn-around time is.

Students can submit work 24/7/365; we tutor even when the college is closed for holidays or natural disasters. All HCC students can take advantage of online tutoring by logging on to <https://hccs.upswing.io/>. The HCC email address and the associated password get students into the online tutoring site, so when the email password changes, so does the Upswing password.

Open Computer Labs: Students have free access to the internet and word processing in open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation.

#### Tutoring Centers:

The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutoring for individual subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our

website: <http://ctle3.hccs.edu/alltutoring/> for times and locations. For more information about tutoring at HCC, please go to [hccs.edu/district/students/tutoring](http://hccs.edu/district/students/tutoring).

### **Important HCCS and Course Policies:**

Please see <http://www.hccs.edu/resources-for/current-students/student-handbook/> for any changes to HCC policies that might happen during the semester.

*Academic Honesty:* A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles. You are expected to be familiar with the HCC's policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat may face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. (See Student Handbook). Please note that in this class, turning in writing originally completed for another course counts as scholastic dishonesty. Do not recycle papers.

*Attendance:* Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. If you are not in class, you are absent. HCC Policy states that you can miss up to but not exceeding 12.5% of class hours, which is equivalent to 6 hours. When you miss class, you are still responsible for what happens in class. Keep in mind that whatever the reason for your absence, you will still miss important course work. If you know you must be absent or if you have an emergency, let me know **before class** and make plans to meet with me in office hours. If you have more than four (4) absences before the official date of record (02/04/2019), you may be automatically withdrawn from the course.

*Campus Carry:* At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/campus-carry-and-open-carry-faqs/>

*Campus Safety:* If you are on campus and need emergency assistance, call 713-718-8888 or, from any campus phone, 8-8888. Use this emergency number instead of 911, which gets routed back to the HCC Police Department dispatch thus lengthening response time to your emergency situation.

*EGLS3 (Evaluation for Greater Learning Student Survey System):* At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and

learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Go to <http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> for directions.

*Final Grade of FX:* Students who stop attending class or stop actively participating in class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. Students who stop attending classes or who stop actively participating in classes will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE course without active participation is considered non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of FX is treated exactly the same as a grade of F in terms of GPA, probation, suspension, and satisfactory academic progress.

*International Students:* Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. International students must have full-time enrollment status of 12 or more semester credit hours, and of these at least 9 semester credit hours must be face-to-face on-campus courses. Please contact the International Student Office at 713-718-8521 or email [int\\_student\\_svcs@hccs.edu](mailto:int_student_svcs@hccs.edu), if you have any questions about your visa status and other transfer issues.

*Repeating Courses:* Students who repeat a course three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor or counselor/advisor about opportunities for tutoring and/or other assistance prior to considering course withdrawal or if you are not receiving passing grades.

*Sexual Misconduct:* Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. The director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504) and complaints may be directed to: David Cross, Director EEO/Compliance, Office of Institutional Equity and Diversity, 3100 Main, Houston, TX 77266-7517, or [institutional.equity@hccs.edu](mailto:institutional.equity@hccs.edu).

*Title IX Discrimination:* Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination

includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator.

All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

Houston, TX 77266-7517 or Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

*Withdrawal Policy:* Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. If all other options have been exhausted, you may withdraw yourself, but the last date to withdraw this semester is 04/02/2019. Please remember that it is the student's responsibility to withdraw from a course. If you stop attending the class and don't withdraw by this date, you are subject to the FX grading policy.